



TRIM.

Tree Resource Improvement and Maintenance ■ Cost-Share Program

The Tree Resource Improvement and Maintenance (TRIM) Program is a competitive cost-share program provided and administered by the Missouri Department of Conservation in cooperation with the Missouri Community Forestry Council. The purpose of the program is to provide financial assistance for the management, improvement or conservation of the urban and community forest.

Program Goals

1. To encourage sustainable, balanced and comprehensive community tree programs
2. To provide seed money for the establishment or extension of holistic community forestry programs
3. To improve a community's ability to manage its tree infrastructure

Eligible Applicants

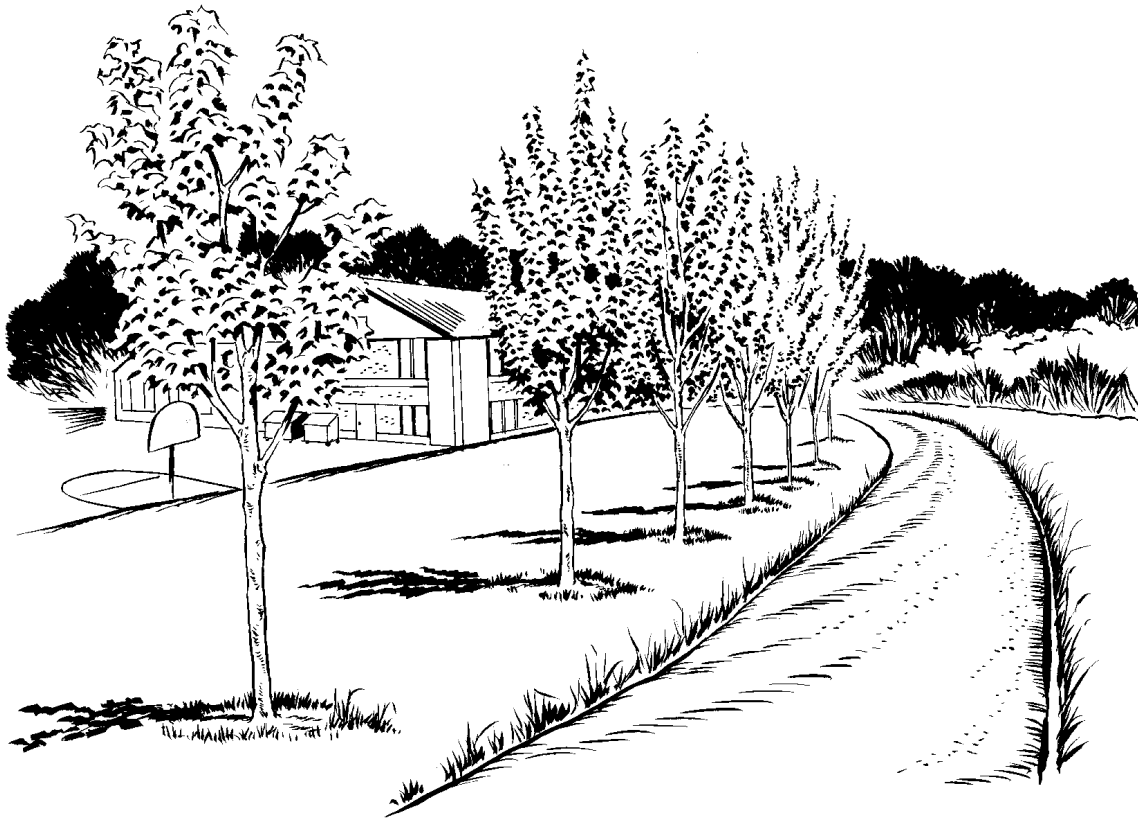
- All units of government
- Public schools
- Non-profit groups with appropriate permission documented. Such organization must be a 501c3 with a Federal Identification Number.

NOTE: *All projects must be located on publicly owned property.*

Eligible Activities

Activities are listed in order of priority.

- Municipal tree ordinance development by a forestry consultant
- Development and adoption of a written community tree management plan
- Community tree inventories (such as hazardous tree survey, maintenance needs survey and GPS or GIS mapping)
- Training of city employees and volunteers to improve community forestry practices
- Purchase of tree care education materials, such as books, videos and computer software
- Initial costs of arborist or tree worker certification for in-house employees by the International Society of Arboriculture
- Development and/or distribution of tree care related educational materials, such as pamphlets, brochures, videos, PSAs or door hangers (not produced for resale)



- Removal of hazardous trees
- Pruning according to ANSI A300 specifications—no topping
 - See American National Standards Institute A300 *Standard Practices for Woody Plant Maintenance* (ANSI A300). Copies available from: International Society of Arboriculture, P.O. Box 3129, Champaign, IL 61826, phone (217) 355-9411
- Tree planting projects as part of a comprehensive tree management program
- Other projects not specifically listed that fit the program goals may be considered

Deadlines

May 15—Applicants must have consulted with a local Department of Conservation forester.

June 1—Applications, complete with a Department of Conservation forester's signature, must be postmarked on or before **June 1** and sent to:

Community Forestry Coordinator
Forestry Division
Missouri Department of Conservation
P.O. Box 180
Jefferson City, MO 65102-0180

August—Applicants will be notified of approval status.

May 1—Approved applicants must have projects completed.

Program Guidelines

- All trees and all projects must be located on publicly owned property. If applicant does not own affected property, documentation of permission from the appropriate authority must be provided.
- Maximum Department of Conservation funding per project is \$10,000, with a minimum of \$1,000.
- All entries will compete for available funds using established criteria.
- Successful applicants will be reimbursed for the appropriate share amount after the project is completed and approved.
- All applicants must consult with a local Missouri Department of Conservation forester and obtain his or her signature on the enclosed **Cost Share Request Form** before applying for funding. Please contact your local Forestry Division office to set up an appointment for consultation (see listing of regional offices enclosed).
- Tree planting projects must conform to the "Standard Tree Planting Detail" (see yellow sheet enclosed).
- All projects will be subject to follow-up inspections to assess their long-term effectiveness. Future funding may be denied if projects are poorly maintained or managed.

- Planted trees must be between 1 and 3 inches in stem diameter for deciduous trees (about 6 to 16 feet tall), and between 4 to 16 feet in height for evergreen trees. Shrubs and other plants are not eligible for cost-share assistance, but may be part of the total project.
- Planted trees must be guaranteed for one year after planting. Such guarantees must be provided by the nursery and clearly indicated on their estimates.
- All hazardous trees must be identified by a certified arborist, forester or similarly qualified person.

Matching Funds Guidelines

- Funds are awarded on a matching basis. All projects are eligible for a 60 percent match. Projects located in communities that currently have Tree City USA designation are eligible for an additional 15 percent bonus match. Projects submitted by a winner of a Missouri Arbor Award of Excellence in the last 12 months are eligible for an additional 5 percent bonus match.
- Funds may not be used to purchase equipment; however, equipment purchase costs may be used as an applicant's share of the total cost of a project.
- Applicants may match cost share funds with cash, donations, in-kind contributions and administrative costs directly related to the approved project.
- Any costs incurred prior to the formal approval of the project are ineligible for matching purposes or reimbursement, except for tree planting plan preparation fees.
- All project costs approved for funding must be documented, whether the costs apply to the Department of Conservation's portion or to the applicant's match.
- Maintenance of newly planted trees will not be cost-shared.
- Applicants funded in the previous year will be given lower priority but may still be funded.

Payment Process

Applicants will be reimbursed for the appropriate share amount after the project is completed. After completion, applicants must notify their local Department of Conservation Forestry Division contact in writing and provide copies of **paid** receipts and itemized documentation of in-kind matches and donations. Inspection of the completed project and approval will be made by the local Forestry Regional Supervisor or his or her representative.

Judging Criteria

The application process is competitive. A panel of Department of Conservation Forestry Division employees and members of the Missouri Community Forestry Council will judge all proposals.

Applicants will be evaluated by the following criteria:

- Inclusion of all required information (see Application Procedure, page 4)
- Proposals demonstrating that the project is a component of a total tree management program.
- Project's capacity for promoting, improving and developing a community's urban forest resource
- Technical merit
- Relative value to the site and community
- Educational value and opportunities
- Percentage of community or census block with household income below poverty level (2000 U.S. Census Data) or percent of students enrolled in free or reduced lunch program
- Thoroughness and completeness of management plan or planting and three-year maintenance plan
- Reasonable estimates for all expenditures

Not all criteria will apply to all projects. MDC funds will be awarded based upon the number of applications and available funds. Requested funds may be reduced if cost estimates are judged to be excessive.



Application Procedure

Applications must include all six of the following elements. Incomplete applications will not be evaluated. **Two copies of the six required elements must be submitted.**

1. Estimated Project Cost Worksheet and Cost Share Request Form

2. Concise Narrative

A concise narrative clearly states the purpose and objectives of the project and explains how the project impacts long-range urban or community forestry goals. Be sure that your description addresses the judging criteria and includes detail on the following:

- End product or result
- How this project fits into your present tree management program
- Participants and their roles (such as employees, contractors, volunteers and business or civic sponsors)
- Facilities and equipment needed to accomplish project
- A completion timetable listing each component or step necessary to complete the proposed project and a description of how each step will be completed
- Name and address of individual charged with administering the project

3. Maps

- All applications must include a location map that shows how the project site relates to the surrounding area and the community as a whole.
- Planting projects must also include an accurate plan view drawing to scale with a north arrow of the proposed project. Plans must include buildings, above and below ground utilities, streets, walks and existing trees on and adjacent to project site as well as proposed trees to be planted.
- Maintenance projects, such as a street tree inventory, hazard tree removals and pruning activities, must also include a city map showing the location of proposed work and street address.

4. Itemized Budget

- An itemized budget, including all expenses and sources of funds, should clearly identify activities and their associated cost. For example, include the purchase and installation of trees according to specifications, a complete list of the trees to be planted (including tree size and species) and numbers of trees to be pruned or removed. All costs must be documented. Describe all in-kind matches (such as administration and materials) and donations.
- Provide an estimate on commercial bid form or letterhead of all contracted costs. Tree planting projects must include a nursery estimate listing all trees to be planted and guaranteeing one year's survival on all trees.
- If employees will complete work, please estimate these labor costs separately. If volunteer labor will be used, please estimate volunteer time at the rate of \$10 per hour per person.

5. Three-year Tree Maintenance Plan

Tree planting projects must include a written three-year tree maintenance plan that details tree care procedures and identifies caretaker(s). Minimum maintenance includes watering, monitoring for insect and disease problems and re-mulching for three years after planting. *Costs of these activities are not eligible for cost share.*

6. Permission Letter

A letter of permission from the appropriate authority must be included if the proposed project is located on land not owned by the applicant.

For a copy of the TRIM Workbook to help you complete the application, write to:

Community Forestry Coordinator
Forestry Division
Missouri Department of Conservation
P.O. Box 180
Jefferson City, MO 65102-0180
(573) 522-4115, ext. 3116



T.R.I.M. Estimated Project Cost Worksheet

Applicant _____ Contact person _____

Address _____

Phone _____

City/State/Zip _____ County _____

Project Location _____

Mo. Representative for project area _____ Mo. Senator for project area _____

Project Type (*check all that apply*):

☐ Inventory ☐ Removal ☐ Pruning ☐ Education ☐ Planting ☐ Other

Provide costs only for all items associated with your project.

A. Reimbursable Costs

Amount

1. Contract fee (*tree management plan, material development, inventory*) _____
2. Contracted labor (*tree removals, pruning, planting, inventory*) _____
3. Purchased materials for inventory or tree work _____
4. Equipment rental (*inventory, planting or other tree work*) _____
5. Education (*training course fees, program materials*) _____
6. Tree planting plan preparation fee _____
7. Trees for planting and delivery, less any discount _____
8. Purchased materials for planting (*stakes, mulch*) _____

SUBTOTAL \$ _____

B. Non-reimbursable Costs

1. Administrative costs (*tree care, education, inventory*) _____
2. Paid employee labor (*tree care, education, inventory*) _____
3. Donated labor (*tree work, planting or inventory (at \$10/hr)*) _____
4. Donated equipment costs _____
5. In-kind equipment _____
6. Donated materials (*stakes, mulch, etc.*) _____
7. Discount or credit for trees or tree planting _____
8. Other _____

SUBTOTAL \$ _____

C. Total Estimated Project Costs

(*Add above and round to nearest dollar.*)

\$ _____

Transfer total to back side of form

Please complete Cost Share Request Form on reverse side.

T.R.I.M. Cost Share Request Form

Applicant _____ Contact person _____

Project Location _____

C. Total Estimated Project Costs

\$ _____
Amount from front side of form

D. MDC Cost Share Computation

MDC Cost Share \$ _____
(60% X Total Estimated Project Cost)

Tree City USA Bonus \$ _____
(15% X Total Estimated Project Cost)

NOTE: To qualify for bonus, project must be located in a community that is currently certified as a Tree City USA.

Missouri Arbor Award of Excellence Bonus \$ _____
(5% X Total Estimated Project Cost)

NOTE: To qualify for bonus, applicant must be the winner of an MAAE award in the last 12 months.

SUBTOTAL
Add all amounts in D (above): \$ _____

SUBTOTAL REIMBURSABLE COSTS
Enter the SUBTOTAL from A on front side: \$ _____

TOTAL MDC COST SHARE \$ _____
Enter the smaller of the above two lines. Total MDC Cost Share cannot exceed Reimbursable Costs. Maximum available is \$10,000.

E. Local Cost Share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs \$ _____

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees subject to this contract will be pruned in accordance with American National Standard Institute A300 *Standard Practices for Wood Plant Maintenance* specifications and that trees will be planted in accordance with the enclosed "Standard Tree Planting Detail."

Name and Title of Representative

Signature of Representative Date

Signature of Missouri Department of Conservation Forester Date

Standard Tree Planting Detail



The hole

Excavate a pit which is at least twice the diameter of the rootball and the same depth—no deeper. Handle the tree by the rootball, not the trunk. **Be sure the rootball or container soil rests on solid ground.** For best root development, enlarge the planting area by removing existing turf, then spading or tilling soil in a wide ring.

Carefully cut twine wrapped around the stem at the top of the rootball. Remove burlap from the top of the rootball to prevent wicking of moisture from the soil. Remove completely any plastic burlap or container.

Backfill soil

Backfill the pit with chopped excavated soil. Use local topsoil for backfill if excavated soil is of poor quality. Discard rocks and debris.

Water

Saturate the entire backfilled soil with water. Add more soil if needed to compensate for settling.

Mulch

Cover smoothed soil with 3 inches of wood or bark chips. Leave a small gap near the trunk. Keep mulch weeded. Replace as needed.

Pruning

Remove **only** broken or badly deformed branches. Begin a regular pruning program the second or third year after planting.

The following procedures are optional:

Stakes

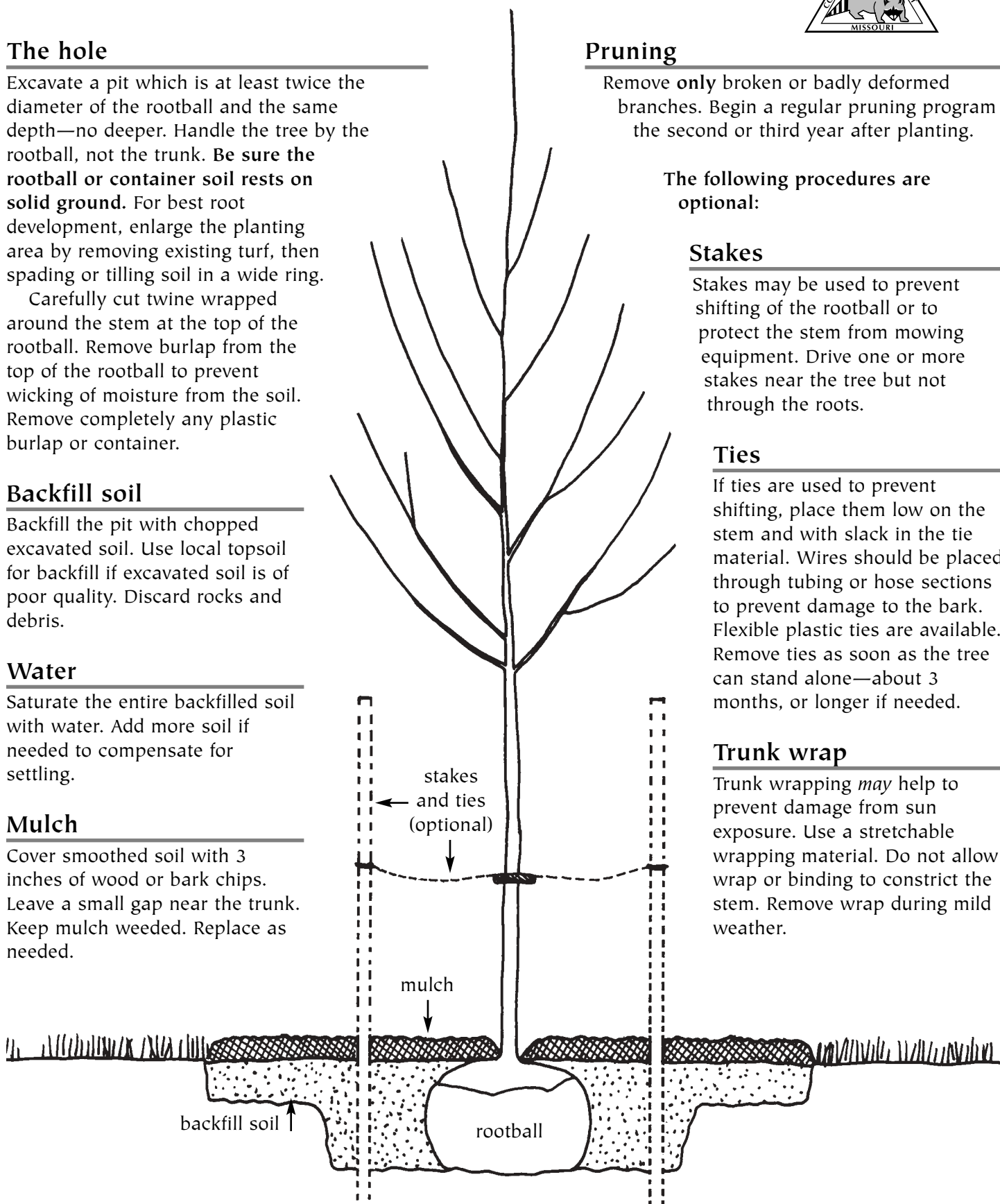
Stakes may be used to prevent shifting of the rootball or to protect the stem from mowing equipment. Drive one or more stakes near the tree but not through the roots.

Ties

If ties are used to prevent shifting, place them low on the stem and with slack in the tie material. Wires should be placed through tubing or hose sections to prevent damage to the bark. Flexible plastic ties are available. Remove ties as soon as the tree can stand alone—about 3 months, or longer if needed.

Trunk wrap

Trunk wrapping *may* help to prevent damage from sun exposure. Use a stretchable wrapping material. Do not allow wrap or binding to constrict the stem. Remove wrap during mild weather.



These procedures may be used for planting in relatively uncompacted soils, or where water will percolate through the topsoil layer.

Tree Planting Specifications

The key to giving your trees a healthy start is to use good planting procedures.

Determine the proper planting depth: Trees should be planted with their root flares even with the soil line. Trees planted at the wrong depth do not develop well and may have shortened life spans. Due to nursery practices, the root flare may be buried under several inches of soil. It is necessary to remove this excess soil during the planting process. The root flare is where the roots extend out from the trunk. The bud union graft, found on many trees, is not the root flare and should be above ground.

For trees in containers, carefully remove soil from the top until you find the flare. For balled and burlaped trees, gently poke a stiff wire through the burlap next to the tree trunk until you hit something solid (a root). Note the depth to the root. Check in several locations around the trunk. Do not undo the burlap to do this. It will be difficult to move the tree if you do. The distance from the buried root flare to the bottom of the ball is the correct depth to dig your hole.

The planting hole: The planting hole must be at least twice the diameter and as deep as determined above—no deeper. The rootball must rest on solid ground to prevent settling. The root flare should be at or within an inch of the surface when planting is complete. Rough up the sides of machine dug holes to eliminate any smooth, shiny surfaces that may inhibit root penetration.

Prepare the tree: Remove containerized trees from containers before placing the trees in the hole. For balled and burlaped trees, after carefully placing the tree in the hole, gently remove the burlap from the top of the rootball, exposing at least the upper third of the rootball before backfilling. Remove more if possible, but do not allow the ball to fall apart. If the tree is in a wire basket, remove the entire basket if damage to the rootball can be prevented. If damage is likely to occur, remove at least the upper half of the wire basket.

Remove soil from the top of the root ball, so the root flare is just exposed. Do not remove any soil from the sides of the root ball. Carefully cut the twine or any other fasteners wrapped around the stem at the top of the rootball. Completely remove any synthetic burlap or plastic containers. If any circling roots are observed, cut them off cleanly before you plant it. If the circling roots are fibrous, make 2–3 vertical slices into the root ball with a sharp knife, about 1 inch deep. Remove all tags, labels, and strings so that they will not strangle the trunk or branches as the tree grows.

If you are planting a bare root tree, be sure to keep the roots moist and protected from the sun and wind at all times.

Planting: Make sure the tree is straight before backfilling. It is best to backfill around the tree using the same soil that came out of the hole. Avoid potting soil, peat moss or other amendments. Finely chop the soil and remove any stones or debris. Fill the hole halfway, watering thoroughly as you go, then finish backfilling. Work the soil around the ball gently so that no air pockets are left. Firm the soil so the tree is vertical and adequately supported, but do not pack the soil.

Water: Saturate the planting area thoroughly. Supplemental water must be added as needed to prevent the rootball from drying out. A slow, gentle soaking of the root zone is preferable. Be careful not to overwater—this is a leading cause of death for newly planted trees. A simple test to know when to water is to push a metal rod (long screwdriver) into the ground. If you cannot easily get it 6–8 inches deep, it's time to water.

Staking: Stakes may be used to prevent shifting of the rootball or to protect the stem from mowing equipment. If needed, the tree should be guyed strongly enough to provide support, but flexibly enough to allow some movement (about 6–8 inches of sway is preferred). Drive one or more stakes near the tree, but not through the rootball itself. The best guying materials are wide and flexible, such as plastic horticultural tape or canvas webbing. If guy wires are used, they must be placed through tubing or hose sections to prevent damage to the bark. In general, guys/ties should be no higher than 1/3 the way up the trunk on deciduous trees. Remove the guys or ties at the end of the first growing season to prevent injury to the trunk. The stakes may be left in the ground indefinitely, if desired, to protect the trunk from mowing equipment.

Mulch: At least a 2- to 3-foot-diameter circle around the tree must be mulched with 3–4 inches of wood or bark chips. The mulch must not be placed against the stem of the tree. Black plastic, grass clippings, or sawdust should not be used as mulch.

Pruning: Remove only dead, broken or badly deformed branches the first year. A regular pruning program should begin the second or third year after planting.

Trunk Wraps: Research indicates that trunk wraps provide little, if any, benefit to trees. In fact, they can encourage damaging insects or disease-causing fungi. Avoid using trunk wraps unless specifically recommended.

TRIM Application Workshops

SPRING 2004

The Missouri Department of Conservation will be holding workshops for those interested in applying for TRIM. The workshops will be held in the following cities:

KANSAS CITY

April 20 (Tuesday) 10 a.m.–noon

Discovery Center

4750 Troost

Contact 816/759-7305, ext. 2228 for more information

No pre-registration required

COLUMBIA

April 21 (Wednesday) 9 a.m.–noon

Missouri Department of Conservation Central Regional Office

Registration required

Contact Ann Koenig at 573/882-8388, ext. 227

CLINTON

April 22 (Thursday) 10 a.m.–noon

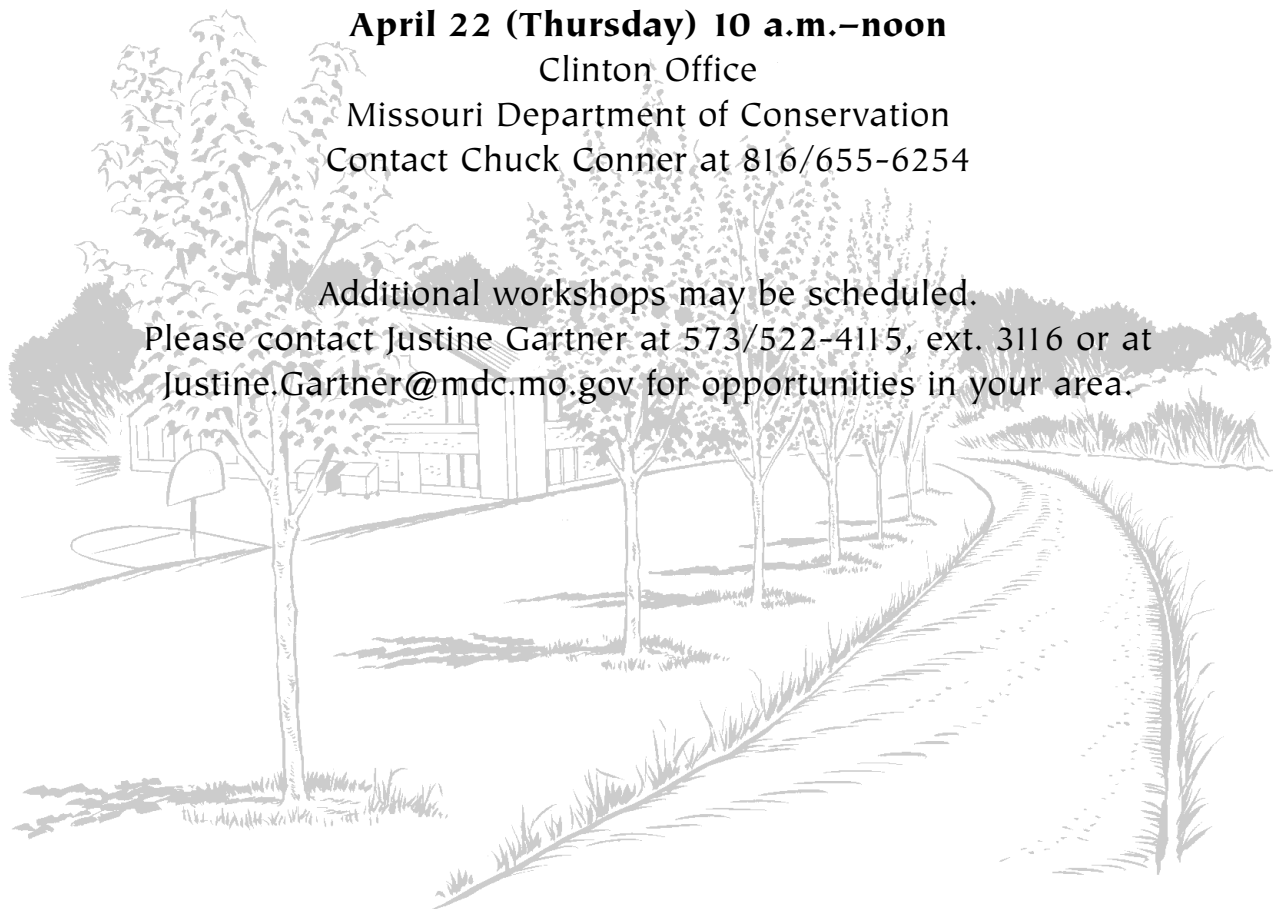
Clinton Office

Missouri Department of Conservation

Contact Chuck Conner at 816/655-6254

Additional workshops may be scheduled.

Please contact Justine Gartner at 573/522-4115, ext. 3116 or at Justine.Gartner@mdc.mo.gov for opportunities in your area.



Missouri Department of Conservation Regional Offices



MISSOURI RIVER UNIT

Central Regional Office

1907 Hillcrest Drive
Columbia 65201
573/884-6861

Kansas City Regional Office

3424 NW Duncan Road
Blue Springs 64015
816/655-6250

Northeast Regional Office

2500 S. Halliburton
Kirkville 63501
660/785-2424

Northwest Regional Office

701 NE College Drive
St. Joseph 64507
816/271-3100

OZARK UNIT

Ozark Regional Office

P.O. Box 138
551 Joe Jones Blvd.
West Plains 65775
417/256-7161

St. Louis Regional Office/August A. Busch Memorial Conservation Area

2360 Hwy. D
St. Charles 63304
636/441-4554

Southeast Regional Office

2302 County Park Drive
Cape Girardeau 63701
573/290-5730

Southwest Regional Office

2630 N. Mayfair
Springfield 65803
417/895-6880